National Archives and Records Administration (NARA)

Records Management Training

FY 2007

**See inside for nationwide instructor-led classes,
virtual instructor-led classes, and web-based learning!
Or visit *www.archives.gov/records-mgmt/training*.**

Learn Records Management with the Experts!

THE
NATIONAL
ARCHIVES
AND RECORDS
ADMINISTRATION

RECORDS
MANAGEMENT
TRAINING
PROGRAM

General Registration Information
Easy as 1, 2, 3 Online

NARA's National Records Management Training program is now supported by a learning management system (LMS). Course listings, search capability, registration, and payment will all be handled online. Go to: *http://nara.learn.com/recordsmanagement-training.*

Identify the class you wish to take by browsing the NARA web site or the LMS site above; then **obtain approval and payment specifics**. With this information in hand, registering online at the LMS site is as easy as 1, 2, 3:

1. Click on "registration," and complete the brief user information sheet
2. Complete the registration page, including method of payment
3. Provide payment by credit card (entering number, card holder name and expiration date); training form or purchase order (entering requested number and codes); or check (entering number and bank)

If you have any questions, please contact the registrar (pages 20–21) in the region your class is offered.

The system will track your enrollment in upcoming classes, your history or transcript of classes completed, certificates for completed courses, and completion of any optional exams related to NARA's Records Management Training Certificate program. All your records management professional development information is available to you in one place.

NARA Records Management Training

Introduction

As part of NARA's mission, we partner with records stakeholders to ensure that:

- Federal agencies can economically and effectively create and manage records necessary to meet business needs;
- Records are kept long enough to protect rights and assure accountability; and
- Records of archival value are preserved and made available for future generations.

To achieve our goals, NARA has developed updated records management courses designed to meet the changing Federal recordkeeping environment.

Records Management Courses Offered Nationwide

Training is offered at NARA regional facilities, NARA Washington, DC, area facilities, and other locations across the country. See course descriptions on pages 7–19. Specific class offerings, by location, are listed on pages 22–27, and up-to-date listings are available at NARA's web site:

www.archives.gov/records-mgmt/training.

Federal Records Management Training Certificate

NARA offers a voluntary professional development certification program for individuals who successfully complete training in the primary knowledge areas of Federal records management (see next page). Participants may take examinations upon completion of courses in Knowledge Areas Two through Six. Those who successfully pass all five examinations will receive NARA's Certification of Federal Records Management Training, signed by the Archivist of the United States.

Six Knowledge Areas

Participants in NARA's records management courses will receive a comprehensive overview of managing information by performing practical task-oriented, hands-on exercises throughout each course. The courses focus on using records management as a tool for supporting agency business processes.

Upon completion of these courses, participants will have the information and skills necessary to perform their records management duties more efficiently and effectively. These courses are:

- Knowledge Area One: *Records Management Overview*
- Knowledge Area Two: *Creating and Maintaining Agency Business Information*
- Knowledge Area Three: *Records Scheduling*
- Knowledge Area Four: *Records Schedule Implementation*
- Knowledge Area Five: *Asset and Risk Management*
- Knowledge Area Six: *Records Management Program Development*

New Online Certification Testing

NARA's learning management system provides anytime, anywhere access to the exams for the Federal Records Management Training Certificate. (Please note that learners will be unable to take the exam if they have not completed the corresponding course.)

Go to: ***http://nara.learn.com/recordsmanagement-training*** and click on "Online Certification Testing" in the left-hand navigation bar.

Specialized Courses

Federal employees who are new to the records field and whose jobs entail specific records tasks may learn practical how to's in Basic Records Operations. Experienced records professionals can build on the knowledge area certificate courses by focusing on the issues related to electronic records in the Advanced Electronic Records Management course or by learning more about identifying and protecting essential records in the Vital Records course.

NARA's national curriculum also offers professional development in records management as it relates to three audiences crucial to the effective and legal handling of Federal records: program managers, information technology staff, and legal counsels.

These courses are:

- A Survival Guide for Information Technology Professionals: Information Assurance and Records Management
- The Case for Records Management: Issues for Federal Legal Counsel
- Recordkeeping: A Program Manager's Survival Guide

Other Courses, Briefings, and Workshops

A free, one-hour web-based, introduction to records management appropriate for all Federal employees is available through the NARA training site below (see page 17 for description). In addition, NARA offers topical courses, briefings, and workshops across the country. Topics vary according to regional demand. Information about each of these courses is available on NARA's web site at *www.archives.gov/records_mgmt/training* and on NARA's Learning Management System site at **http://nara.learn.com/recordsmanagement-training.**

New Course Coming in 2007!

A national curriculum is currently being developed in **Disaster Preparedness and Recovery.** NARA is also developing a new course in **Basic Electronic Records Management.** Watch the NARA web site or learning management system for a full description and scheduled classes later in FY 2007.

Tailored Training for Agencies

NARA also develops tailored training to meet the particular needs of an agency. Training can be conducted at that agency's location. Pricing for tailored training is dependent upon the amount of customization and development necessary and any travel/materials costs. For more information on agency-specific or on-site offerings, please contact your NARA representative (pages 20–21) or e-mail your request through *records.mgt@nara.gov.*

Courses are open to all Federal employees, Federal contractors, employees of state and local governments, and international organizations. It is important that non-Federal participants understand that information provided in NARA's records management classes is based on relevant Federal laws, regulation, policies, and procedures.

NARA does not discriminate on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent in its records management training classes.

Knowledge Area One (KA1)

Records Management Overview

What are valuable agency resources and business assets? Records are. This course provides an overview of the basic concepts and activities of managing Federal records. It focuses on the new 21st-century challenges in the Federal records environment and how to address them.

Outcomes

By the end of the course, participants will be able to:

- Demonstrate that effective records management adds value to agency business processes by ensuring that agency information is authentic, reliable, and usable and has integrity for as long as needed to meet business needs;
- Explain how an organization creates and maintains trustworthy records by establishing processes to support a comprehensive records management program;
- Identify the stakeholders and explain their primary roles and responsibilities for, and interests in, records management within an agency; and
- Explain the importance of developing records management strategies that support and complement current technology in agency information systems, business applications, and business processes.

Who should attend?

This course will be especially useful for agency managers and employees who can only attend records management training for one day but desire a high-level overview. Although this course is not part of the Certification of Federal Records Management Training, it is recommended as a foundation for newcomers to the records management field and anyone interested in taking the additional five records management courses that are required for the optional certification program.

Length: 1 day   **Cost:** $150

Knowledge Area Two (KA2)

Creating and Maintaining Agency Business Information

What are Federal records management requirements, why are they important, and how are they applied to agency records? This course focuses on the development and implementation of policies and procedures for adequate and proper documentation of agency business. It demonstrates how record-keeping requirements for creating and maintaining records can improve the economy and efficiency of agency operations.

Outcomes

By the end of the course, participants will be able to:

- Identify Federal records and how they are used to document and support the business process;
- Determine the recordkeeping requirements—for paper and electronic records—that ensure adequate and proper documentation of agency business operations;
- Gather information about records as a basis for efficient filing and storage solutions;
- Maintain the records specific to your agency's program including those created by e-mail, word processing, and imaging systems; and
- Identify the strategies and challenges for satisfying recordkeeping requirements in electronic records management systems.

Who should attend?

Anyone involved with the development or implementation of a records system, whether using traditional paper filing methods or electronic document/records management applications. The course is recommended as a **prerequisite** for KA3 and KA4.

Length: 2 days   **Cost:** $300

This course is required for obtaining NARA's Certification of Federal Records Management Training.

Course Description

KA3

Knowledge Area Three (KA3)

Records Scheduling

What do you do with information and records that you no longer need for business purposes? How do you schedule your records in order to meet your agency's operating, fiscal, and legal needs? This course includes the legal requirements and practical advantages in scheduling records as well as the disposition practices necessary to meet an agency's business needs and NARA's recordkeeping requirements.

Outcomes

By the end of the course, participants will be able to:

- Perform a business and records analysis to determine information needs and identify risks associated with records disposition;
- Gather information about records as a basis for preparing a records schedule;
- Apply the General Records Schedule to appropriate administrative records;
- Develop disposition instructions for records, in all media, based on agency business needs, accountability, legal issues and archival value; and
- Know the steps in obtaining internal and external approvals of the Standard Form 115 (SF 115), which is used to schedule records.

Who should attend?

Anyone responsible for developing or updating agency records schedules or whose work is associated with developing records retention requirements for records and information systems. KA2 is a recommended prerequisite.

Length: 2 days   **Cost:** $300

This course is required for obtaining NARA's Certification of Federal Records Management Training.

Knowledge Area Four (KA4)

Records Schedule Implementation

How do you ensure the proper disposition of your agency's records? This course provides an overview of how to apply the General Records Schedules and other NARA-approved records schedules to Federal records. It covers the key elements of a records disposition program, including the destruction of temporary records, the transfer of records to off-site storage, and the transfer of permanent records to the National Archives.

Outcomes

By the end of the course, participants will be able to:

- Interpret disposition instructions from many types of records schedules;
- Determine when and how to transfer records to off-site storage;
- Maintain intellectual control over records stored off-site;
- Ensure the proper disposal of temporary records; and
- Transfer permanent records to the National Archives.

Who should attend?

Anyone responsible for creation, maintenance and use, and disposition of agency business records, particularly staff who transfer records to records centers or the National Archives.

Length: 2 days   **Cost:** $300

This course is required for obtaining NARA's Certification of Federal Records Management Training.

Knowledge Area Five (KA5)

Asset and Risk Management

Are records valuable assets to your agency business process? Of course! How you manage your assets by applying appropriate records management procedures is a critical task in any organization. This course covers the fundamentals of risk management and cost benefit analysis and how they relate to maintaining a viable records management program. The course raises awareness of risk situations and provides managers with the decision-making tools they need to address current and future program needs.

Outcomes

By the end of the course, participants will be able to:

- Understand the key concepts of analyzing and managing the risk to agency assets (records);
- Identify and assess records management risks within your agency's programs;
- Prioritize risks and develop mitigation strategies; and
- Identify resources, including the use of NARA services, to develop a risk management program.

Who should attend?

Anyone responsible for managing, operating, or evaluating agency programs, particularly agency records management programs, and staff responsible for developing policies that involve these programs.

Length: 2 days   **Cost:** $300

This course is required for obtaining NARA's Certification of Federal Records Management Training.

Knowledge Area Six (KA6)

Records Management Program Development

How effective is your agency's Records Management Program? This course covers the concepts and practices involved in developing a successful records management program and subsequent evaluations. You will learn how to market and promote your program, including the development of a training program for all levels of agency staff.

Outcomes

By the end of the course, participants will be able to:

- Evaluate current recordkeeping practices within your Federal agency;
- Analyze need for using external resources to assist with your agency;
- Market and promote your agency's records management program;
- Establish an effective training program for all levels of personnel; and
- Protect records from unauthorized destruction and alienation.

Who should attend?

Anyone responsible for managing, operating, or evaluating records management programs and those involved in the development of records management training for agency staff.

Length: 1 day   **Cost:** $150

This course is required for obtaining NARA's Certification of Federal Records Management Training.

Specialized Courses

Basic Records Operations

This course describes what to file, how to file it, and how to remove files no longer needed for current business. It covers the variety of activities involved in the maintenance and use, as well as the disposition, of Federal records. It presents practical how-tos in handling records of various types.

Outcomes

By the end of the course, participants will be able to:

- Define Federal records and distinguish them from nonrecord materials and personal papers;
- Reduce unnecessary filing;
- Know basic files management principles to administer office records;
- Inventory records;
- Apply records disposition schedules, whether specific to your agency or the General Records Schedules; and
- Transfer noncurrent records to records centers.

Who should attend

The target audience for this course is records liaisons, secretaries, files custodians, and others who maintain records as part of their jobs. It could be an introduction to records handling or a refresher course. The course is designed for those needing the task-oriented records management basics, but who are not planning to complete the Certificate courses of study or manage a records program.

Length: 1 day   **Cost:** $150

Specialized Courses

A Survival Guide for Information Technology Professionals:
Information Assurance and Records Management

IT professionals are in unique positions related to electronic records, as they administer the systems of an agency. They are often responsible for the servers that house the records an agency creates and for software that manages documents and records. This half-day course is designed to raise awareness within the IT community of the legal responsibilities for records management and the consequences for noncompliance that are directly tied to IT. This course will discuss system requirements, transfer specifications for electronic records, and other topics. It will cover resources that are available to assist IT professionals as they perform their duties.

Outcomes

By the end of this course, participants will have learned about:

- Examples of lawsuits involving electronic records;
- Discovery of your electronic records and E-FOIA;
- Spoliation of electronic evidence;
- Law and regulations that govern Federal records;
- Standards and practices to save time and resources;
- Roles and responsibilities regarding Federal records;
- System requirements for document management and records management systems; and
- File format specifications for transferring electronic records to NARA.

Who Should Attend?

IT project managers, IT acquisition staff, system architects, system analysts, systems engineers, system integrators, data administrators, and contractors who serve in these positions are the target audience. RM and IT staff **teams** are encouraged to attend.

Length: Half day   **Cost:** None

Specialized Courses

The Case for Records Management:

Issues for Federal Legal Counsel

Legal professionals understand that when business-critical information is missing or inaccessible, an agency risks damage to its reputation, failure to perform its mission, and expensive litigation. This half-day briefing by National Archives and Records Administration legal and records management staffs will discuss issues related to discovery, records retention and legal holds, and electronic information. Good recordkeeping practices that are supported by an informed agency counsel are an agency's best defense against costly and time-consuming legal challenges.

Outcomes

By the end of this course, participants will be able to:

- Understand the definition of Federal records and how it applies to agency business;
- Identify best practices in building a defensible records management program;
- Understand counsel's role in an agency records management program;
- Recognize key points in Federal statutory and regulatory requirements which relate to agency records; and
- Identify challenges and legal issues associated with electronic records.

Who Should Attend?

The course targets general counsel, inspectors general, attorneys, and paralegals interested in the management of their own records and/or responsible for providing legal direction in Federal agencies regarding agency records management and litigation. Other senior management and agency records officers are encouraged to attend for the advanced discussion of legal issues relating to agency recordkeeping requirements and responsibilities.

Length: Half day **Cost:** None

Specialized Courses

Recordkeeping: *A Program Manager's Survival Guide*

In today's business environment, the manager who has the relevant data first often wins, either by making a better, more informed decision or by responding efficiently to requested information. Effective records management can help ensure that managers and executives have the information they need when they need it. This half-day course provides a practical guide to policies, procedures, and legal requirements for managing program information.

Outcomes

By the end of this course, participants will be able to:
- Describe how proper information management contributes to agency programs;
- Identify legal requirements related to managing program information;
- Describe how to identify Federal records;
- Describe ways to manage program information to document actions and mitigate risk; and
- Recognize the management challenges presented by electronic agency information.

Who Should Attend?

The course targets mid-level managers such as division directors, branch chiefs, program management analysts, budget analysts, and others with decision-making responsibilities for program areas. Although it is not designed for records staff, records managers may attend with program manager colleagues from their agency.

Length: Half day   **Cost:** None

Specialized Courses

Records Management for Everyone:

Web-Based Training

Every Federal employee and contractor manages Federal records and information. This self-directed web-based course (approximately one hour) provides an understanding of basic records management principles and how they affect daily work. This course introduces the techniques and protocols that govern the lifecycle of a record, including concepts of adequate and proper documentation, disposition, and where to go for help. It discusses how managing records and information supports the work of the Federal Government and improves staff effectiveness.

Outcome:
By the end of this course, participants will be able to:
- Identify Federal records and the key requirements for managing them;
- Understand records management principles;
- Understand the repercussions of poor record management; and
- Know where to go for records management assistance.

Who should attend
The target audience includes all Government employees and contractors. This course is designed for all levels of employees from senior management to the file clerk, anyone responsible for creating and maintaining Federal records. There are no prerequisites.

How to Access?
The link to this course is located at ***www.archives.gov/records-mgmt/training.html.*** It resides at OPM's site: ***www.golearn.gov*** where one-time registration for government-wide courses costs $6.50. A CD version is available from NARA at no cost, and agencies are encouraged to freely duplicate it. Furthermore, the software/source code is available from NARA for agencies wishing to put the course on their own SCORM-compliant learning management system (LMS). There are no prerequisites. Send requests for the CD to ***records.mgt@nara.gov.***

Length: approximately 1 hour   **Cost:** none

Specialized Courses

Advanced Electronic Records Management

Although the same principles of records management apply to electronic records and systems, there continue to be special considerations for creating and managing electronic records. Designed for individuals with prior background in electronic recordkeeping, the course expands on the basic electronic records management knowledge in other NARA courses. It is an investigation of issues, people, and tools related to electronic records management. It also looks at emerging technologies and their implications for records management.

Outcomes:

At the end of the course, the participants will be able to

- Recognize where to insert records management requirements into the planning, development, and implementation of information systems;
- Develop and implement an enterprise-wide electronic records management (ERM) pilot;
- Identify legal requirements and policies that impact Federal information requirements for electronic records;
- Demonstrate awareness of current issues in electronic recordkeeping as well as emerging technologies and their implications for web-based records management;
- Explain techniques and tools being developed by NARA to address the challenges of electronic records management, including the Electronic Records Archives (ERA); and
- Describe the positive factors that promote collaboration between records management and IT staff describe best practices in ERM.

Who should attend

Participants with a basic understanding of electronic records management through completion of the NARA knowledge area courses, experience maintaining large collections of electronic records, or background in the IT field.

Length: 2 days   **Cost:** $300

Course Description

Specialized Courses
Vital Records

This course provides the knowledge and skills required to identify, protect, and make readily available the vital records needed to support the resumption of critical business functions after a disaster and to establish and administer a vital records program.

Outcome:

By the end of this course, participants will be able to:

- Distinguish between a record and a vital record;
- Identify an organization's critical business needs and functions;
- Analyze records in the context of a vital records program;
- Identify and assess risks to records;
- Identify protection strategies for vital records;
- Specify timeframes for vital records availability;
- Develop procedures to ensure access to and security of vital records;
- Establish the scope of a vital records program;
- Identify elements of an effective vital records program; and
- Identify vital records program implementation strategies.

Who should attend

This course targets Federal employees and/or contractors who are individuals with records responsibilities, Continuity of Operations Plan (COOP) managers, line managers and staff, information technology personnel, and employees of state and local government involved with vital records programs or emergency planning.

Length: 1 day   **Cost:** $150

To Register

Records Management Training and Workshop Registrars

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Schedule FY 2007

Course Abbreviations

KA 1   Records Management Overview
KA 2   Creating and Maintaining Agency Business Information
KA 3   Records Scheduling
KA 4   Records Schedule Implementation
KA 5   Asset and Risk Management
KA 6   Records Management Program Development
BRO   Basic Records Operations
ITP   A Survival Guide for Information Technology Professionals:
        Information Assurance and Records Management
LCP   The Case for Records Management: Issues for Federal Legal
        Counsel
PMP   Recordkeeping: A Program Manager's Survival Guide
AER   Advanced Electronic Records Management
VRM   Vital Records

Check the NARA web site or particular regional registrars for the updated course availability *www.archives.gov/records-mgmt/training/.*

Albuquerque, NM

Date Offered	Course Code
January 10–11, 2007	KA 2
January 24–25, 2007	KA 3
March 21–22, 2007	KA 4
April 17–18, 2007	KA 5
April 19, 2007	KA 6
June 19, 2007	BRO
June 20, 2007	PMP
July 25, 2007	ITP

Anchorage, AK

Date Offered	Course Code
March 20–21, 2007	KA 3
March 22–23, 2007	KA 5
April 18, 2007	BRO
May 3, 2007	PMP

Arcata/Eureka, CA

Date Offered	Course Code
July 18–19, 2007	KA 2

Baltimore, MD

Date Offered	Course Code
December 12, 2006	BRO
December 13, 2006	VRM
December 14, 2006	PMP
December 14, 2006	ITP

Boise, ID

Date Offered	Course Code
May 1–2, 2007	KA 2

Chicago, IL

Date Offered	Course Code
December 6, 2006	BRO
December 7, 2006	VRM
February 26, 2007	KA 1
February 27–28, 2007	KA 2

Date Offered	Course Code
March 1–2, 2007	KA 5
May 30, 2007	BRO
August 13–14, 2007	KA 3
August 15–16, 2007	KA 4
August 17, 2007	KA 6
August 29, 2007	BRO

Cleveland, OH

Date Offered	Course Code
May 8, 2007	BRO

College Park, MD

Date Offered	Course Code
October 4, 2006	VRM
October 18, 2006	ITP
November 6–7, 2006	KA 4
November 8–9, 2006	KA 5
November 14, 2006	KA 6
November 20–21, 2006	AER
November 29, 2006	BRO
December 4, 2006	KA 1
December 5–6, 2006	KA 2
December 7–8, 2006	KA 3
December 11–12, 2006	KA 4
December 13–14, 2006	KA 5
December 15, 2006	KA 6
January 11, 2007	KA 1
January 17–18, 2007	KA 2
January 22–23, 2007	KA 3
January 30, 2007	KA 1
February 1, 2007	ITP
February 7–8, 2007	AER
February 14–15, 2007	KA 4
February 22–23, 2007	KA 5
February 27, 2007	KA 6
March 20, 2007	ITP
March 22, 2007	BRO
April 24, 2007	KA 6
April 26, 2007	PMP
May 1, 2007	ITP
May 3, 2007	KA 1
May 22–23, 2007	AER

Date Offered	Course Code
May 30, 2007	VRM
June 6–7, 2007	KA 2
June 12–13, 2007	KA 3
June 14–15, 2007	KA 4
June 20–21, 2007	KA 5
June 28, 2007	BRO
July 10, 2007	VRM
July 17, 2007	KA 1
July 18–19, 2007	KA 2
July 23, 2007	KA 1
July 24–25, 2007	KA 3
July 26–27, 2007	KA 4
July 31– August 1, 2007	KA 5
August 2, 2007	KA 6
August 8–9, 2007	AER
August 14, 2007	LCP
August 16, 2007	PMP
September 27, 2007	BRO

Columbia, SC

Date Offered	Course Code
May 15–16, 2007	KA 2
May 17, 2007	VRM
May 18, 2007	BRO

Columbus, OH

Date Offered	Course Code
December 05, 2006	BRO

Dayton, OH

Date Offered	Course Code
January 23, 2007	KA 1
January 24–25, 2007	KA 2
March 12–13, 2007	KA 3
March 14–15, 2007	KA 4
June 12–13, 2007	KA 5
June 14, 2007	KA 6
August 7, 2007	BRO

Denver, CO

Date Offered	Course Code
November 7, 2006	BRO
February 13–14, 2007	KA 2
April 25–26, 2007	KA 4
May 2–3, 2007	KA 5
May 4, 2007	KA 6
July 18, 2007	BRO

Detroit, MI

Date Offered	Course Code
July 10, 2007	BRO

Ellenwood, GA

Date Offered	Course Code
November 13, 2006	KA 1
November 14, 2006	BRO
November 15–16, 2006	KA 4
November 17, 2006	KA 6
December 11–12, 2006	KA 2
December 13–14, 2006	KA 3
December 15, 2006	VRM
January 14, 2007	BRO
January 15, 2007	VRM
January 22–23, 2007	AER
January 24, 2007	VRM
January 25–26, 2007	KA 5
March 27–28, 2007	KA 2
March 29–30, 2007	KA 4
May 23, 2007	PMP
May 24, 2007	BRO
June 19–20, 2007	KA 2
June 21–22, 2007	KA 4
June 27–28, 2007	KA 5
August 20–21, 2007	AER
August 22, 2007	ITP
June 29, 2007	KA 6

Eugene, OR

Date Offered	Course Code
April 4, 2007	BRO

Flagstaff, AZ

Date Offered	Course Code
April 23–24, 2007	KA 2
April 25–26, 2007	KA 3
July 16–17, 2007	KA 4
July 18–19, 2007	KA 5
July 20, 2007	KA 6

Fort Worth, TX

Date Offered	Course Code
November 8, 2006	BRO
March 28, 2007	BRO
May 16, 2007	BRO
July 25, 2007	BRO
September 11–12, 2007	KA 2
September 13–14, 2007	KA 3
September 17–18, 2007	KA 4
September 18–20, 2007	KA 5
September 21, 2007	KA 6

Fresno, CA

Date Offered	Course Code
March 13, 2007	BRO
March 14, 2007	PMP

Greensboro, NC

Date Offered	Course Code
April 24–25, 2007	KA 4
April 26, 2007	KA 6
April 27, 2007	VRM

Honolulu, HI

Date Offered	Course Code
January 23–24, 2007	KA 2
January 25, 2007	KA 6

Houston, TX

Date Offered	Course Code
January 22–23, 2007	KA 2
January 24–25, 2007	KA 4
February 12–13, 2007	KA 3
February 14–15, 2007	KA 5
February 16, 2007	KA 6

Indianapolis, IN

Date Offered	Course Code
February 6, 2007	BRO

Jackson, MS

Date Offered	Course Code
July 16, 2007	VRM
July 17, 2007	BRO
July 18–19, 2007	KA 2
July 20, 2007	KA 6

Juneau, AK

Date Offered	Course Code
January 22–23, 2007	KA 2
January 24–25, 2007	KA 4

Kansas City, MO

Date Offered	Course Code
January 18, 2007	BRO
March 20–21, 2007	KA 2
April 12, 2007	PMP
April 12, 2007	ITP
April 23–24, 2007	KA 3
April 25–26, 2007	KA 4
May 14–15, 2007	KA 5
May 16, 2007	KA 6
July 26–27, 2007	AER

Lancaster, PA

Date Offered	Course Code
April 24, 2007	BRO
April 25, 2007	VRM

Las Vegas, NV

Date Offered	Course Code
January 23–23, 2007	KA 2
January 24–25, 2007	KA 3
February 26–27, 2007	KA 4
February 28–March 1, 2007	KA 5
March 2, 2007	KA 6
March 20, 2007	BRO
March 21, 2007	VRM

Little Rock, AR

Date Offered	Course Code
July 9–10, 2007	KA 2
July 11–12, 2007	KA 4
August 6–7, 2007	KA 3
August 8–9, 2007	KA 5
August 10, 2007	KA 6

Los Angeles, CA

Date Offered	Course Code
March 13, 2007	BRO
March 14, 2007	VRM
August 7–8, 2007	KA 2
August 9–10, 2007	KA 4

Madison, WI

Date Offered	Course Code
March 29, 2007	BRO

Milwaukee, WI

Date Offered	Course Code
March 28, 2007	BRO

Minneapolis, MN

Date Offered	Course Code
June 21, 2007	BRO

Mobile, AL

Date Offered	Course Code
March 5, 2007	VRM
March 6, 2007	KA 1
March 7–8, 2007	AER
March 9, 2007	KA 6

Montana

Date Offered	Course Code
June 5–6, 2007	KA 3

New Orleans, LA

Date Offered	Course Code
December 5–6, 2006	KA 2
December 7–8, 2006	KA 4
December 11–12, 2006	KA 3
December 13–14, 2006	KA 5
December 15, 2006	KA 6

Norfolk, VA

Date Offered	Course Code
April 3, 2007	BRO
April 4, 2007	VRM
April 5, 2007	PMP

Oakland, CA

Date Offered	Course Code
February 27–28, 2007	KA 2
March 7–8, 2007	KA 4
April 24–25, 2007	KA 5

Oklahoma City, OK

Date Offered	Course Code
April 17–18, 2007	KA 2
April 19–20, 2007	KA 4
June 18–19, 2007	KA 3
June 20–21, 2007	KA 5
June 22, 2007	KA 6

Philadelphia, PA

Date Offered	Course Code
February 6, 2007	PMP
March 13, 2007	BRO
May 22–23, 2007	KA 2
June 5–6, 2007	AER
August 20, 2007	KA 1
August 21–22, 2007	KA 2
August 23–24, 2007	KA 3
September 10–11, 2007	KA 4
September 12–13, 2007	KA 5
September 14, 2007	KA 6

Pittsburgh, PA

Date Offered	Course Code
September 26, 2007	VRM
September 27, 2007	PMP

Pittsfield, MA

Date Offered	Course Code
April 17–18, 2007	KA 2
April 19–20, 2007	KA 3
April 23–24, 2007	KA 4
April 25–26, 2007	KA 5
April 27, 2007	KA 6

Portland, OR

Date Offered	Course Code
November 14–15, 2006	KA 2
November 16, 2006	PMP
February 13, 2007	BRO
February 14, 2007	KA 6

Reno, NV

Date Offered	Course Code
April 17, 2007	BRO
June 4–5, 2007	KA 2

Sacramento, CA

Date Offered	Course Code
June 20, 2007	KA 6

San Diego, CA

Date Offered	Course Code
January 11, 2007	VRM

San Francisco, CA

Date Offered	Course Code
January 11, 2007	VRM
May 2–3, 2007	AER
May 4, 2007	ITP
July 31–August 1, 2007	KA 3

San Jose, CA

Date Offered	Course Code
February 6, 2007	BRO

Santa Rosa, CA

Date Offered	Course Code
August 21, 2007	BRO

Seattle, WA

Date Offered	Course Code
November 15, 2006	PMP
March 6, 2007	BRO
April 3, 2007	PMP
June 5–6, 2007	KA 4
June 7–8, 2007	KA 5

South Lake Tahoe, CA

Date Offered	Course Code
May 16, 2007	BRO
May 17, 2007	PMP

Springfield, IL

Date Offered	Course Code
April 26, 2007	BRO

St. Petersburg, FL

Date Offered	Course Code
October 11–12, 2006	KA 4
December 5–6, 2006	KA 5
January 18, 2007	BRO
January 25, 2007	KA 6
March 13–14, 2007	KA 2
April 17–18, 2007	KA 3
June 6–7, 2007	KA 4
August 8–9, 2007	KA 5

Trenton, NJ

Date Offered	Course Code
October 5, 2006	BRO
October 6, 2006	VRM

Waltham, MA

Date Offered	Course Code
August 6–7, 2007	KA 2
August 8–9, 2007	KA 4
August 10, 2007	KA 6

Washington, DC

Date Offered	Course Code
October 17, 2006	LCP
October 26, 2006	PMP
October 30, 2006	KA 1
October 31–November 1, 2006	KA 2
November 2–3, 2006	KA 3
November 16, 2006	VRM
March 1, 2007	LCP
March 29, 2007	KA 1
April 3–4, 2007	KA 2
April 10–11, 2007	KA 3
June 26, 2007	LCP
August 22, 2007	BRO
September 10, 2007	KA 1
September 11–12, 2007	KA 2
September 17–18, 2007	KA 4
September 19–20, 2007	KA 5
September 21, 2007	KA 6
September 25, 2007	ITP

Webinar

(Virtual Instructor-Led Training)

Date Offered	Course Code
January 9, 2007	VRPa
January 16, 2007	VRPb
January 23, 2007	VRPc
January 30, 2007	VRPd
March 6, 2007	BROa
March 13, 2007	BROb
March 20, 2007	BROc
March 27, 2007	BROd
April 3, 2007	BROe

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